

**FEDERAL BAR ASSOCIATION  
MARYLAND CHAPTER**

**PRESENTS**

**AN INTRODUCTION TO THE FEDERAL COURTHOUSE**

**and**

**SPECIAL ADMISSIONS CEREMONY TO THE  
UNITED STATES DISTRICT COURT FOR THE DISTRICT OF MARYLAND**

**(GOURMET RECEPTION TO FOLLOW)**

**NORTHERN DIVISION – March 18, 2005**

**SOUTHERN DIVISION - April 15, 2005**

**AN INTRODUCTION TO THE FEDERAL COURTHOUSE**

**Friday, March 18, 2005 in Baltimore  
1:30 p.m. - 4:30 p.m.**

**UNITED STATES COURTHOUSE, Courtroom 1-A  
101 West Lombard Street, First Floor, Baltimore, Maryland 21201**

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**and**

**Friday, April 15, 2005 in Greenbelt  
1:30 p.m. - 4:30 p.m.**

**UNITED STATES COURTHOUSE, Courtroom 4-C  
6500 Cherrywood Lane, Fourth Floor, Greenbelt, Maryland 20770  
(Registrants must be at the Courthouse by 1:00 p.m.)**

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The Federal Bar Association, Maryland Chapter, is pleased to offer once again its popular Introduction to the Federal Courthouse Program for new members of the Maryland Bar. And, again this year, it will be followed by a Gourmet Reception!

This program is designed to acquaint new lawyers with the operation and function of the various agencies associated with the Federal Courts. Speakers are expected to include United States District Court Judges, a United States Magistrate Judge, a representative from the United States District Court Clerk's Office, a United States Bankruptcy Judge, and representatives from the Official Court Reporters, the United States Marshals Service, the United States Probation Office, the Pretrial Services Agency, the Federal Public Defender's Office, and the United States Attorney's Office.

The program will conclude with a Special Admissions Ceremony for all those who wish to be admitted to practice before the United States District Court for the District of Maryland. The combined Introduction to the Federal Courthouse Program and Special Admissions Ceremony is held only once each year in each Division and is the only program which permits candidates for admission to the District Court to be sworn-in without the necessity of having their sponsors appear.

**Important:** A sponsor is still required, but need not appear with you. See Local Rule 701.

**RESERVATION DEADLINE for BALTIMORE - WEDNESDAY, FEBRUARY 23, 2005**  
**RESERVATION DEADLINE for GREENBELT - FRIDAY, MARCH 18, 2005**

Seating is limited; and reservations will be accepted on a first-come, first-served basis. (Seating capacity in the Baltimore facility is 230; in the Greenbelt facility, it is 130.)

**Introduction to the Federal Courthouse Program:** The registration fee is \$85.00 per participant (and a discounted \$55.00 per participant for government employees) and includes a special Federal Courthouse handbook. Make your check payable to "FBA-Maryland Chapter." This \$85.00 program fee is non-refundable.

**Special Admission Ceremony:** The admission fee is \$175.00 per participant. Make your check payable to "Clerk, U.S. District Court." The Attorney Admission Packet containing the Application for Admission and Sponsor's Motion may be found on the court's website, **WWW.MDD.USCOURTS.GOV**. Please comply with the instructions set forth in the forms and mail the forms and check directly to the respective address below before the deadline:

**Baltimore**  
United States District Court  
Attn: Tina Stavrou  
101 W. Lombard St., 4<sup>th</sup> Floor  
Baltimore, MD 21201  
(410) 962-3552

**Greenbelt**  
United States District Court  
Attn: Catherine M. N. Scaffidi  
6500 Cherrywood Lane, Suite 240  
Greenbelt, MD 20770  
(301) 344-3220

**Federal Bar Association Membership:** For an additional fee of \$75 (or \$60 for public sector

lawyers), program participants may also enjoy the benefits of a year's membership in the Federal Bar Association. If you wish to join the Federal Bar Association, please complete the form attached hereto and return it, along with a check in the amount of \$75 (or \$60 for public sector lawyers), made payable to the Federal Bar Association, to: Federal Bar Association, Attn.: Membership Department, 2215 M Street, N.W., Washington, D.C. 20037-1416. Please reflect on both your check and the form that you wish to join the "FBA - Maryland Chapter."

**IF YOU HAVE QUESTIONS ABOUT MEMBERSHIP, PLEASE CONTACT  
LINDA HITT THATCHER, ESQUIRE (301) 441-1400. [www.thatcherlaw.com](http://www.thatcherlaw.com)**

**Please note:** Once you have registered for the program you may assume that you have been accepted unless you receive notice to the contrary.

## REPLY FORM

To register for the program, please return this Reply Form before February 23, 2005, if you are applying for the Baltimore program, and by March 18, 2005, if you are applying for the Greenbelt program, along with your check made payable to "FBA-Maryland Chapter," to:

FBA Federal Courthouse Program  
c/o Linda Hitt Thatcher, Esq.  
Thatcher Law Firm, LLC  
Belle Point Office Park  
7849 Belle Point Drive  
Greenbelt, Maryland 20770

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Daytime Telephone: \_\_\_\_\_

1. \_\_\_\_\_ I will attend the Introduction to the Federal Courthouse Program and am enclosing my check for \$85.00 (\$55.00 for government lawyers) made payable to "FBA-Maryland Chapter." And, send this check to the address as listed above. (If you want to be sworn in to the United States District Court at the conclusion of the program, please check #2 also).

2. \_\_\_\_\_ I want to be sworn in to the United States District Court for Maryland in the Special Admissions Ceremony to be held following the Federal Courthouse Program. I understand that I cannot take part in the Special Admissions Ceremony unless I have signed up for and participate in the entire Federal Courthouse Program. (Upon receipt of your Program Registration Form, please download the Application and Sponsor's Motion using the directions previously outlined on page 2) as follows:

- Return Admission Form, Sponsor's Motion, and \$175 check payable to "Clerk, U.S. District Court" to the Court address (listed on page 2).

- Return FBA Program registration form with the \$85 check payable to "FBA-Maryland Chapter" to: Linda Hitt Thatcher, Esq. on behalf of the FBA—address listed above.

3. \_\_\_\_\_ I have joined the Federal Bar Association- Maryland Chapter for one year. I have forwarded the \$75 fee to the FBA (\$60 for public sector lawyers)

4. \_\_\_\_\_ I wish to participate and be sworn-in to the Court at:

\_\_\_\_\_ Baltimore

\_\_\_\_\_ Greenbelt